



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**October 13, 2008**

**Ordinance 16270**

**Proposed No.** 2008-0506.1

**Sponsors** Gossett, Phillips and Ferguson

1 AN ORDINANCE approving and adopting the collective  
2 bargaining agreement negotiated by and between King  
3 County and the International Federation of Professional and  
4 Technical Engineers, Local 17 (Professional and Technical)  
5 representing employees in the department of transportation;  
6 and establishing the effective date of said agreement.

7

8 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

9 SECTION 1. The collective bargaining agreement negotiated between King  
10 County and the International Federation of Professional and Technical Engineers, Local  
11 17 (Professional and Technical) representing employees in the department of  
12 transportation and attached hereto is hereby approved and adopted by this reference made  
13 a part hereof.

14


15                    SECTION 2. Terms and conditions of said agreement shall be effective from  
16                    January 1, 2009, through and including December 31, 2011.

17


Ordinance 16270 was introduced on 9/29/2008 and passed by the Metropolitan King  
County Council on 10/13/2008, by the following vote:

Yes: 9 - Ms. Patterson, Mr. Dunn, Mr. Constantine, Ms. Lambert, Mr. von  
Reichbauer, Mr. Ferguson, Mr. Gossett, Mr. Phillips and Ms. Hague  
No: 0  
Excused: 0

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON


  
\_\_\_\_\_  
Julia Patterson, Chair

ATTEST:

  
\_\_\_\_\_  
Anne Noris, Clerk of the Council

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KING COUNTY COUNCIL

APPROVED this 20 day of October 2008.

  
\_\_\_\_\_  
Ron Sims, County Executive

**Attachments**      A. Agreement by and between King County and the International Federation of  
Professional and Technical Engineers, Local 17 - Professional and Technical  
Department of Transportation Index

**AGREEMENT**  
**BY AND BETWEEN**  
**KING COUNTY AND THE**  
**INTERNATIONAL FEDERATION OF PROFESSIONAL AND TECHNICAL ENGINEERS,**  
**LOCAL 17 - PROFESSIONAL & TECHNICAL**  
**DEPARTMENT OF TRANSPORTATION**  
**INDEX**

ARTICLE 1:	PURPOSE.....	1
ARTICLE 2:	UNION RECOGNITION AND MEMBERSHIP.....	2
ARTICLE 3:	RIGHTS OF MANAGEMENT.....	4
ARTICLE 4:	HOLIDAYS.....	5
ARTICLE 5:	VACATION.....	7
ARTICLE 6:	SICK LEAVE.....	10
ARTICLE 7:	LEAVES.....	15
ARTICLE 8:	RATES OF PAY AND COST OF LIVING ALLOWANCES.....	20
ARTICLE 9:	HOURS OF WORK AND OVERTIME.....	22
ARTICLE 10:	MEDICAL, DENTAL AND LIFE INSURANCE.....	23
ARTICLE 11:	MISCELLANEOUS.....	24
ARTICLE 12:	DISPUTE RESOLUTION PROCEDURES.....	26
ARTICLE 13:	EQUAL EMPLOYMENT OPPORTUNITY.....	29
ARTICLE 14:	SAVINGS CLAUSE.....	30
ARTICLE 15:	WORK STOPPAGES AND EMPLOYEE PROTECTION.....	31
ARTICLE 16:	WAIVER AND COMPLETE AGREEMENT.....	32
ARTICLE 17:	DISCIPLINE AND EMPLOYEE RIGHTS.....	33
ARTICLE 18:	WORK OUTSIDE OF CLASSIFICATION AND RECLASSIFICATION.....	34
ARTICLE 19:	LABOR MANAGEMENT COMMITTEE.....	36
ARTICLE 20:	SENIORITY AND LAYOFF/RECALL.....	37
ARTICLE 21:	UNION REPRESENTATION.....	40
ARTICLE 22:	CONTRACTING OUT.....	41
ARTICLE 23:	LATERAL TRANSFER.....	42
ARTICLE 24:	DURATION.....	43
ADDENDUM A:	PLANNING UNIT CLASSIFICATIONS AND PAY RANGES.....	44
ADDENDUM B:	PROFESSIONAL UNIT CLASSIFICATIONS AND PAY RANGES.....	45
ADDENDUM C:	PLANNING UNIT SENIORITY AND LAYOFF GROUPS.....	47
ADDENDUM D:	PROFESSIONAL UNIT SENIORITY AND LAYOFF GROUPS.....	48

1 **AGREEMENT**  
2 **BY AND BETWEEN**  
3 **KING COUNTY AND THE**  
4 **INTERNATIONAL FEDERATION OF PROFESSIONAL AND TECHNICAL ENGINEERS,**  
5 **LOCAL 17 - PROFESSIONAL & TECHNICAL**  
6 **DEPARTMENT OF TRANSPORTATION**  
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9 **ARTICLE 1: PURPOSE**

10 The purpose of this Agreement is to promote the continued improvement of the relationship  
11 between King County (hereinafter called the County) and the employees represented by International  
12 Federation of Professional and Technical Engineers, Local 17 (hereinafter called the Union). The  
13 articles of this Agreement set forth the wages, hours and other working conditions of the bargaining  
14 unit employees.  
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1 **ARTICLE 2: UNION RECOGNITION AND MEMBERSHIP**

2       **Section 1. Recognition.** The County recognizes the Union as the exclusive representative of  
3 full-time regular, part-time regular, probationary and Term-Limited Temporary employees in  
4 classifications listed in the attached Addendum A (Planning Unit), within Roads Services Division  
5 and the Department of Transportation Director's Office, and Addendum B (Professional Unit) within  
6 Roads Services Division, Airport Division (IT Systems Specialist, Master classifications only) and  
7 Fleet Services Division (Database Specialist classifications only).

8       **Section 2. Good Standing.** It shall be a condition of employment that all employees covered  
9 by this Agreement who are members of the Union in good standing on the effective date of this  
10 Agreement shall remain members in good standing and those who are not members on the effective  
11 date of this Agreement shall, on the thirtieth (30th) day following the effective date of this  
12 Agreement, become and remain members in good standing in the Union, or pay agency fees to the  
13 Union to the extent permitted by law. It shall also be a condition of employment that all employees  
14 covered by this Agreement and hired on or assigned into the bargaining unit on or after its effective  
15 date shall, on the (30th) thirtieth day following the beginning of such employment, become and  
16 remain members in good standing in the Union, or pay agency fees to the Union to the extent  
17 permitted by law.

18       Provided, however, that nothing contained in this section shall require an employee to join the  
19 Union who qualifies for an exemption, in accordance with the procedure set forth in the Washington  
20 Administrative Code, based on bona fide religious tenets or teachings that prohibit the payment of  
21 dues or initiation fees to Union organizations. Such employee shall pay an amount of money  
22 equivalent to regular union dues and initiation fee; said amounts shall be paid to a non-religious  
23 charity or to another charitable organization mutually agreed upon by the employee affected and the  
24 bargaining representative to which such employee would otherwise pay the dues and initiation fee.  
25 The employee shall furnish written proof that such payment has been made.

26       **Section 3. Dues Deduction.** Upon receipt of written authorization individually signed by a  
27 bargaining unit employee, the County shall have deducted from the pay of such employee the amount  
28 of dues and initiation fee or representational fees as certified by the Union and transmit the same to

1 the Union. The Union will indemnify, defend and hold the County harmless against any claims made  
2 and against any suit instituted against the County on account of any check-off of dues for the Union.  
3 The Union agrees to refund to the County any amounts paid to it in error on account of the check-off  
4 provision upon presentation of proper evidence thereof.

5        Provided further that in accordance with various decisions of the United States Supreme Court  
6 employees who object to dues and fees being used for union activities not directly related to  
7 representation may decline to be members and shall pay an amount of money to the Union that is a  
8 reduction of regular dues and initiation fee, as required under the law.

9        **Section 4. Union Security.** Failure by an employee to satisfy the requirements of Section 2  
10 above shall constitute cause for dismissal; provided that the County has no duty to act until the Union  
11 makes a written request for discharge and verifies that the employee received written notification of  
12 the delinquency including the amount owing, the method of calculation, and notification that non-  
13 payment after a period of no less than seven (7) days will result in discharge by the County. A copy  
14 of each written notification shall be mailed to the County concurrent with its mailing to the employee.

15        **Section 5. New Hires.** The County will require all new employees hired, transferred, or  
16 promoted into a position included in the bargaining unit to sign a form (in triplicate), which will  
17 inform them of the Union's exclusive recognition. One copy of the form will be retained by the  
18 County, one by the employee and the original sent to the Union. The County will notify the Union of  
19 any employee leaving the bargaining unit because of termination, layoff, leave of absence or  
20 dismissal.

21        **Section 6. Lists.** The County will transmit to the Union, upon request, a current listing of all  
22 employees in the unit. Such list shall indicate the name of the employee, wage rate, hire date and job  
23 classification.

24        **Section 7. Union Office.** An employee elected or appointed to office in a local of the Union,  
25 which requires a part, or all of his/her time shall be given leave of absence without pay upon  
26 application, for a maximum of two years.

1 **ARTICLE 3: RIGHTS OF MANAGEMENT**

2           The management of the County and the direction of the work force is vested exclusively in the  
3 County subject to the terms of this Agreement. Except to the extent there is contained in this  
4 Agreement express and specific provisions to the contrary, all power, authority, rights and  
5 jurisdictions of the County are retained by and reserved exclusively to the County, including, but not  
6 limited to, the right to manage the work of employees, schedule overtime work, to suspend or  
7 terminate for just cause, transfer, and evaluate employees; to determine and implement methods,  
8 means and assignments, establish classifications and select personnel by which operations are to be  
9 conducted, including staffing levels; and to initiate, prepare, modify and administer the budget.

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1 **ARTICLE 4: HOLIDAYS**

2 **Section 1.** Employees eligible for leave benefits shall be granted holidays with pay as  
3 follows:

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5 New Year's Day	January 1st
6 Martin Luther King, Jr.'s Birthday	Third Monday in January
7 President's Day	Third Monday in February
8 Memorial Day	Last Monday in May
9 Independence Day	July 4th
10 Labor Day	First Monday in September
11 Veteran's Day	November 11th
12 Thanksgiving Day	Fourth Thursday in November
13 Day after Thanksgiving	Fourth Friday in November
14 Christmas Day	December 25th

15

16 and special or limited holidays as declared by the president or governor, and as approved by the  
17 Metropolitan King County Council; other days in lieu of holidays as the Metropolitan King County  
18 Council may determine.

19 **Section 2. Personal Holidays.** Employees eligible for leave benefits shall be granted two  
20 personal holidays to be administered through the vacation plan; provided, that the hours granted to  
21 employees working less than a full-time schedule shall be prorated to reflect their normally scheduled  
22 work week. One day shall be credited to the employee's leave balance on the first of October and one  
23 day on the first of November.

24 **Section 3. Holidays Observed.** Whenever a holiday falls on a Sunday, the following  
25 Monday shall be observed as the holiday, and any holiday falling on a Saturday shall be observed on  
26 the preceding Friday.

27 **Section 4. Pay Status.** An employee must be in a pay status either the employee's scheduled  
28 working day before or the employee's scheduled working day after a holiday in order to receive



1 holiday pay. An employee leaving County employment the day prior to the holiday shall not receive  
2 holiday pay; provided, however, that an employee who has successfully completed at least five years  
3 of county service and who retires at the end of a month in which the last regularly scheduled working  
4 day is observed as a holiday, shall be eligible for holiday pay if the employee is in a pay status the day  
5 before the day observed as a holiday. Holidays paid for but not worked shall be recognized as time  
6 worked for purposes of determining weekly overtime for FLSA non-exempt employees.

7 **Section 5. Alternate Work Schedules.**

8 **A.** Holiday pay shall be based on the number of hours the employee would normally  
9 have worked on the day the holiday occurs, up to a maximum of eight (8) hours for leave-eligible  
10 employees with a 40 hour week, or seven (7) hours for leave-eligible employees with a 35 hour work  
11 week. Hourly employees on flex or alternative work schedules may, with the supervisor's approval,  
12 adjust their schedules during a holiday week (such as reverting to a five-day workweek) so as to be  
13 eligible for holiday pay plus all non-holiday work hours for that work week. Part-time leave eligible  
14 employees shall receive pro rated holiday pay based on their normal hours of work per week in  
15 relation to a full-time schedule of 35 or 40 hours.

16 **B.** Hourly employees on alternative work schedules/flextime (working four days in  
17 five, or nine days in ten) who take holiday time off in excess of the 7 or 8 hours of holiday provided,  
18 and who do not adjust their work schedules as provided in A. above shall make up the difference  
19 using accrued vacation time or leave without pay.

20 **C.** Work performed on holidays by FLSA non-exempt employees shall be paid at one  
21 and one-half (1-1/2) times the regular rate. In addition, the employee shall receive the regular holiday  
22 pay prorated in accordance with their regular schedule. For example:

23

Scheduled Hours per Week	Pro-rated Hours of Annual Holiday Earnings	Holiday Compensation for Each of the 12 Holidays
35.0	84.0	7.0 hours
40.0	96.0	8.0 hours

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1 **ARTICLE 5: VACATION**

2 **Section 1.** Employees eligible for leave benefits shall be granted vacations with pay as  
3 follows:

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Full Years of Service	Maximum Total Days
Upon hire through end of Year 5	12
Upon beginning of Year 6	15
Upon beginning of Year 9	16
Upon beginning of Year 11	20
Upon beginning of Year 17	21
Upon beginning of Year 18	22
Upon beginning of Year 19	23
Upon beginning of Year 20	24
Upon beginning of Year 21	25
Upon beginning of Year 22	26
Upon beginning of Year 23	27
Upon beginning of Year 24	28
Upon beginning of Year 25	29
Upon beginning of Year 26	30

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21 **A.** Vacation accrual rates for an employee who works other than the full time  
22 schedule standard to his or her work unit shall be prorated to reflect his or her normally scheduled  
23 work week.

24 **B.** Employees eligible for vacation leave shall accrue vacation leave from their date of  
25 hire in a benefit eligible position.

26 **C.** Employees eligible for vacation leave shall not be eligible to take or be paid for  
27 vacation leave until they have successfully completed their first six (6) months of County service in a  
28 leave eligible position, and if they leave County employment prior to successfully completing their

1 first six (6) months of County service, shall forfeit and not be paid for accrued vacation leave.

2 However, such employees may be eligible to use accrued vacation leave for family care as provided  
3 by Washington State law, or may, at the Division Director's discretion, use any accrued vacation as  
4 an extension of sick leave.

5 D. Employees eligible for leave shall not use or be paid for vacation leave until it has  
6 accrued and such use or payment is consistent with the provisions of this Article.

7 E. No employee eligible for leave shall work for compensation for the County in any  
8 capacity during the time that the employee is on vacation leave.

9 F. In cases of separation from County employment by death of an employee with  
10 accrued vacation leave and who has successfully completed his/her first six (6) months of County  
11 service in a leave eligible position, payment of unused vacation leave up to the maximum accrual  
12 amount shall be made to the employee's estate, or, in applicable cases, as provided for by state law,  
13 RCW Title 11.

14 G. If an employee resigns from a benefit eligible position or is laid off and  
15 subsequently returns to County employment within two (2) years from such resignation or layoff, as  
16 applicable, the employee's prior County service shall be counted in determining the vacation leave  
17 accrual rate under Section 1.

18 H. Benefit eligible employees may accrue up to sixty (60) days vacation leave,  
19 prorated to reflect their normal work schedule. Such employees shall use vacation leave in excess of  
20 the maximum accrual amount prior to December 31 of each year. Failure to use vacation time in  
21 excess of the maximum accrual amount will result in forfeiture of the excess vacation leave unless the  
22 appointing authority has approved a carryover of such vacation leave because of cyclical workloads,  
23 work assignments or other reasons as may be in the best interests of the County.

24 **Section 2. Vacation Payout.** Benefit eligible employees shall be paid for accrued vacation  
25 leave to their date of separation up to the maximum accrual amount if they have successfully  
26 completed their first six (6) months of County service. Payment shall be the accrued vacation leave  
27 multiplied by the employee's rate of pay in effect upon the date of leaving County employment less  
28 mandatory withholdings.

1           **Section 3. Use of Vacation.** FLSA exempt employees may use vacation leave in increments  
2 of not less than one (1) day. FLSA non-exempt employees may use vacation leave in one-half (1/2)  
3 hour increments, at the discretion of the appointing authority.

4           **Section 4. Vacation Donation.** Any benefit eligible employee who has completed at least  
5 one (1) year of service may donate to any other benefit eligible employee a portion of his or her  
6 accrued vacation for the purpose of supplementing the sick or family leave benefits of the receiving  
7 employee. Donated vacation shall be converted to a dollar value based upon the donor's straight time  
8 rate.

9           Vacation donations are strictly voluntary. Employees are prohibited from offering or  
10 receiving monetary or any other compensation in exchange for donating vacation hours. The number  
11 of hours donated shall not exceed the donor's accrued vacation credit as of the date of the request.

12           Donated vacation must be used within ninety (90) calendar days. Donated vacation not used  
13 within ninety days or due to the death of the receiving employee shall revert to the donor.

14           Donated vacation is excluded from vacation payoff provisions.

1 **ARTICLE 6: SICK LEAVE**

2 **Section 1. Sick Leave Accrual.** A benefit eligible employee shall accrue sick leave benefits  
3 at the rate equal of 0.04616 hours for each hour on regular pay status exclusive of overtime up to a  
4 maximum of ninety-six (96) hours per year; except that sick leave shall not begin to accrue until the  
5 first of the month following the month in which the employee commenced employment. The  
6 employee is not entitled to sick leave if not previously earned. There shall be no limit to the hours of  
7 sick leave benefits accrued by an eligible employee.

8 **Section 2. Uses of Sick Leave.**

9 **A.** Sick leave may be used for the following personal reasons:

10 1. An employee's personal illness or injury; provided, that an employee who  
11 suffers an occupational illness or injury may not simultaneously collect sick leave and worker's  
12 compensation payments in a total amount greater than the net regular pay of the employee;

13 2. The employee's incapacitating injury, provided that:

14 a) An employee injured on the job may not simultaneously collect sick  
15 leave and worker's compensation time loss payments in a total amount greater than the net regular  
16 pay of the employee;

17 b) An employee may not collect sick leave for physical incapacity due  
18 to any injury or occupational illness which is directly traceable to employment other than with the  
19 County.

20 3. A female employee's temporary disability caused by or contributed to by  
21 pregnancy and childbirth; except that the employee will not be required to exhaust accrued sick leave  
22 prior to taking an unpaid leave of absence for such disability.

23 4. An employee's exposure to contagious diseases and resulting quarantine;

24 5. An employee's medical, dental, or optical appointments, provided, that the  
25 employee's immediate supervisor has approved the use of sick leave for such appointments;

26 6. To care for the employee's child or the child of an employee's domestic  
27 partner if the following conditions are met:

28 a) The child is under the age of eighteen, or is more than 18 years old

1 but is incapable of self-care due to mental or physical disability;

2                                   **b)** The employee is the natural parent, step-parent, adoptive parent,  
3 legal guardian, foster-care parent, or other person having legal custody and control of the child;

4                                   **c)** The employee's child or the child of an employee's domestic partner  
5 has a health condition requiring the employee's personal supervision during the hours of his/her  
6 absence from work;

7                                   **d)** The employee actually attends to the child during the absence from  
8 work;

9                                   7. Up to one day of sick leave may be used by an employee for the purpose of  
10 being present at the birth of his/her child.

11                                   8. Leave eligible employees shall receive and expend sick leave benefits  
12 proportionate to the employee's regular workday. For example: If a regular part-time employee  
13 normally works four (4) hours per day and the department's normal work day is eight (8) hours, the  
14 employee will receive four (4) hours of sick leave benefits for the month. Employees shall be entitled  
15 to use sick leave in the maximum amount of three (3) days for each instance where such employee is  
16 required to care for immediate family members who are seriously ill. There shall be no limit on the  
17 use of sick leave to care for children under Section 2. A. 6. of this Article.

18                                   **B.** Sick leave may also be used to care for other family members if:

19                                   1. The family member is the employee's spouse or domestic partner, the  
20 employee's child, a child of the employee's spouse or domestic partner, the employee's parent, a  
21 parent of the employee's spouse or domestic partner, any person for whose financial or physical care  
22 the employee is principally responsible, or any person who was in loco parentis to the employee; and  
23 the reason for the leave is one of the following:

24                                   **a)** The birth of a son or daughter and care of the newborn child, or  
25 placement of the son or daughter by adoption or foster care, if the leave is taken within twelve months  
26 of the birth, adoption, or placement;

27                                   **b)** To care for the employee's child, or child of the employee's spouse  
28 or domestic partner whose illness or health condition requires treatment or supervision by the

1 employee;

2 c) Care of a family member who suffers from a serious health  
3 condition as defined in the King County Personnel Guidelines.

4 C. To the extent that Washington State law provides more extensive benefits for use  
5 of paid leave for family care, the Union and County agree that state law shall prevail.

6 **Section 3. King County Family and Medical Leave.** An employee may take up to eighteen  
7 (18) weeks of unpaid leave for his/her own serious health condition, and for family reasons as  
8 provided for in Section 2 above, within a twelve (12) month period (In accordance with the King  
9 County Personnel Guidelines). The leave may be continuous (which is consecutive days or weeks),  
10 or intermittent (which is taken in whole or partial days as needed). Intermittent leave is subject to the  
11 following conditions:

12 A. When leave is taken after the birth or placement of a child by adoption or foster  
13 care, an employee may take leave intermittently or on a reduced leave schedule only if authorized by  
14 the employee's appointing authority;

15 B. An employee may take leave intermittently or on a reduced schedule when  
16 medically necessary due to a serious health condition of the employee or family member of the  
17 employee. If this leave is foreseeable based on planned medical treatment, the Department Director  
18 or his/her designee may require the employee to transfer temporarily to an available alternate position  
19 for which the employee is qualified and that has equivalent pay and benefits and that accommodates  
20 recurring periods of leave than the employee's regular position.

21 Use of donated leave shall run concurrently with the eighteen-week family medical leave  
22 entitlement. The County shall continue its contribution toward health care benefits during any unpaid  
23 leave taken under this Section.

24 **Section 4. Federal Family and Medical Leave Entitlement.** In accordance with the King  
25 County Personnel Guidelines, an eligible employee may take up to twelve (12) weeks of leave for  
26 his/her own serious health condition (as defined by the King County Personnel Guidelines), and for  
27 the birth or placement by adoption or foster care of a child, or for the serious health condition of an  
28 immediate family member, within a twelve (12) month period. The leave may be continuous (which

1 is consecutive days or weeks), or intermittent (which is taken in whole or partial days as needed).

2       **Section 5. Return from Approved Family and Medical Leave.** An employee, who returns  
3 from unpaid family or medical leave within the time provided for in this Article, is entitled to the  
4 same position she/he occupied when the leave commenced or a position with equivalent status,  
5 benefits, pay and other terms and conditions of employment.

6       Failure to return by the expiration date of the leave of absence may be cause for removal, and  
7 may result in termination of the employee from County service.

8       **Section 6. Use of Vacation Leave.** An employee who has exhausted all of his/her sick leave  
9 may use accrued vacation leave as sick leave before going on leave of absence without pay, if  
10 approved by his/her immediate supervisor. An employee may use accrued vacation leave for a  
11 qualifying event under the Washington Family Care Act.

12       **Section 7. Sick Leave Donations.** Any leave eligible employee who maintains a sick leave  
13 accrual balance of one hundred (100) hours may donate to any other leave eligible employees a  
14 portion of his or her accrued sick leave upon written notice to the donating and receiving employees'  
15 department director(s). Sick leave hour donations are strictly voluntary. No employee may donate  
16 more than twenty-five (25) hours of his/her accrued sick leave in a calendar year, to a specific  
17 individual. Employees are prohibited from offering or receiving monetary or any other compensation  
18 in exchange for donating sick leave hours.

19       Donated hours shall be converted to a dollar value based upon the donor's straight time hourly  
20 rate.

21       Donated sick leave hours must be used within ninety (90) calendar days. Donated hours not  
22 used within ninety days (90) or due to the death of the receiving employee shall revert to the donor.

23       Donated sick leave hours are exempt from sick leave payoff provisions.

24       **Section 8. Sick Leave Use.** Sick leave may be used by hourly employees in one-half (1/2)  
25 hour increments at the discretion of their immediate supervisor. FLSA-exempt employees use sick  
26 leave in increments of one (1) full workday.

27       **Section 9. Verification of Sick Leave.** Division management is responsible for the proper  
28 administration of sick leave benefits. In cases where management has documentation to support a



1 history of excessive or patterned absenteeism, an employee may be put on written notice by the  
2 Division Manager/designee that for a period not to exceed six (6) months, all sick leave usage by the  
3 employee will require medical verification. The County agrees to re-open this section upon request  
4 by the Union if, during the term of this Agreement, the Joint Labor Management Insurance  
5 Committee reaches an agreement on the subject of medical verification of sick leave usage.

6 **Section 10. Sick Leave Upon Separation.** Separation from King County employment,  
7 except by retirement or reason of temporary lay-off due to lack of work or funds, shall cancel all sick  
8 leave currently accrued to the employee. Should the employee resign in good standing and return to  
9 the County within two (2) years, accrued sick leave shall be restored.

10 **Section 11. Sick Leave Cash Out.** Employees eligible to accrue sick leave, who have  
11 successfully completed at least five (5) years of County employment, and who retire as a result of  
12 length of service or who terminate by reason of death, shall be paid or their estates paid or as  
13 provided for by RCW Title 11, as applicable, an amount equal to thirty-five (35) percent of their  
14 unused, accumulated sick leave multiplied by the employee's rate of pay in effect upon the date of  
15 leaving County employment less mandatory withholdings.

16 All payments shall be made in cash, based on the employee's hourly rate of pay, and there  
17 shall be no deferred sick leave reimbursement.

1 **ARTICLE 7: LEAVES**

2 Employees who are eligible for leave benefits will be granted the following leaves:

3 **Section 1. School Volunteering.** Employees may use up to three (3) days of sick leave per  
4 calendar year for the purpose of volunteering in a school, in accordance with existing County policies  
5 and practices.

6 **Section 2. Leave of Absence Without Pay.** If a leave of absence is taken in conjunction  
7 with a workers' compensation claim, no authorization for the leave is required. Except as otherwise  
8 provided under Article 6 (Sick Leave) and Article 7, Section 3 (Military Leave). All other leaves of  
9 absence without pay are administered as follows:

10 A. An employee eligible for leave benefits may take a leave of absence without pay  
11 for less than thirty (30) days if authorized in writing by the employee's appointing authority.

12 B. An employee eligible for leave benefits may take a leave of absence without pay  
13 for more than thirty (30) calendar days if authorized in writing by the employee's appointing authority  
14 and the Director.

15 C. Leaves of absence without pay will be for periods not to exceed one (1) year.  
16 However, the appointing authority may, in special circumstances, grant an extension beyond one (1)  
17 year:

18 D. An employee who is on a leave of absence without pay will not accrue vacation or  
19 sick leave. In addition, leaves of absence in excess of thirty (30) days, except for family or medical  
20 leave, or military leave will result in the loss of paid health and other insured benefits.

21 E. If a leave of absence without pay was granted to an employee for the purpose of  
22 recovering health, the appointing authority will require the employee to submit a physician's  
23 statement concerning the employee's ability to resume duties before allowing the employee to return  
24 to work.

25 F. An employee who is on a leave of absence without pay may return from the leave  
26 before its expiration date if the employee provides the appointing authority with a written request to  
27 that effect at least fifteen (15) days before resuming duties.

28 G. Failure to return to work by the expiration date of a leave of absence without pay

1 will result in the employee's automatic termination from county employment.

2           **H.** A leave of absence without pay may be revoked by the appointing authority if the  
3 appointing authority learns that the leave of absence was requested and granted under false pretenses,  
4 or that the need for such leave of absence has ceased to exist.

5           **I.** When a leave of absence without pay is used in conjunction with paid leave time,  
6 the paid leave time must be used first.

7           **J.** Employees who wish to complete educational programs may request a leave of  
8 absence without pay for this purpose.

9           **Section 3. Military Leave of Absence.** A leave of absence for active military duty or active  
10 military training duty will be granted to eligible employees in accordance with County policy and  
11 applicable state and federal laws.

12           **Section 4. Jury Duty.** If an employee eligible for leave benefits is called for jury duty, then  
13 the employee will be entitled to regular pay for all workdays that the employee misses due to jury  
14 duty. The employee should deposit his or her jury duty fees, excluding mileage, with the Finance and  
15 Business Operations Division of the Department of Executive Services. Employees must contact  
16 their supervisor when dismissed from jury duty during regularly scheduled working hours and may be  
17 required to report back to work.

18           **Section 5. Authorized Leave Due to Inclement Weather or Safety Concerns.**

19           **A.** Where a department director officially closes operations in his/her department  
20 because of adverse weather conditions, or orders employees to leave the premises because of safety  
21 concerns, all non-essential employees who are scheduled to work will be paid for the normally  
22 scheduled work day. This applies to affected overtime exempt as well as hourly employees. Only  
23 hours actually worked will be used to determine overtime eligibility for the week.

24                   1. Employees who previously request and have been approved for time off  
25 (e.g., vacation or sick leave, compensatory time-off, leaves of absence) will have hours deducted from  
26 their accruals as approved.

27                   2. Essential employees who are scheduled to work but do not because of  
28 adverse weather conditions may use accrued vacation or comp time (hourly employees) or accrued

1 vacation or executive leave (FLSA exempt employees), or the time will be charged as leave-without-  
2 pay for the scheduled work day. A department director or his or her designee shall make the  
3 determination as to which employees are essential and, consequently, which employees are required  
4 to report for work despite emergency conditions.

5 **B.** Where a department, office or facility remains open but weather conditions prevent  
6 an employee from reporting to work, the following will apply:

7 **1.** The employee will notify his or her supervisor as soon as possible.

8 **2.** The employee may request, and the supervisor may approve, the use of  
9 compensatory time, vacation time, or leave without pay to cover absences due to inclement weather.

10 Sick leave may not be used to cover absences due to inclement weather.

11 **Section 6. Organ Donor Leave.** An employee who is eligible for leave benefits may take  
12 five (5) days paid leave to participate as a donor in a life-giving or life-saving procedure (for example,  
13 bone marrow transplants, kidney transplants, and blood transfusions). The paid leave will not be  
14 charged to family leave, sick leave, vacation leave or leave of absence without pay. There must be  
15 reasonable expectation that the employee's failure to participate may result in serious illness, injury,  
16 pain, or the eventual death of the identified recipient. The employee must take the following steps:

17 **A.** Give the appointing authority reasonable advance notice of the need to take time  
18 off.

19 **B.** Provide written proof from an accredited medical institution, organization, or  
20 individual as to the need for the employee to donate or to participate in any other medical procedure  
21 where the participation of the donor is unique or critical to a successful outcome.

22 Time off from work that exceeds five (5) working days is subject to other leave provisions of  
23 this Agreement.

24 **Section 7. Bereavement Leave.**

25 **A.** A leave-eligible employee is entitled to three (3) days paid bereavement leave for  
26 each occurrence of death of a member of the employee's immediate family. If an employee requests  
27 more time, up to an additional three (3) days may be used from the employee's sick leave balance.

28 **B.** Immediate family means any of the following relatives of the employee,

1 employee's spouse or employee's domestic partner: spouse, domestic partner, grandparent, parent,  
2 child, sibling, child-in-law, parent-in-law, grandchild. Also included is any person for whose  
3 financial or physical care the employee is principally responsible, or any person who was in loco  
4 parentis to the employee.

5 C. In the application of any of the foregoing provisions, holidays or regular days off  
6 falling within the prescribed period of absence shall not be charged bereavement leave entitlements.

7 **Section 8. Executive Leave.** The nature of the work of many employees represented by this  
8 Agreement sometimes requires them to be on-call for significant periods of time and to work, on an  
9 on-going basis, substantially in excess of the standard work schedule for other County employees.  
10 FLSA-exempt employees shall receive up to 3 days of executive leave per year according to the  
11 following provisions:

12 A. Non-probationary employees who are employed in a bargaining unit position on or  
13 before April 30 shall be allowed three days of Executive Leave for use during that calendar year;  
14 those employees who become non-probationary in a bargaining unit position on or after May 1, but  
15 before September 1, shall be allowed two days Executive Leave for use during that calendar year.

16 B. Those who become non-probationary employees in a bargaining unit position on or  
17 after September 1 will not be guaranteed Executive Leave for use during that year, but it may be  
18 granted at the discretion of management.

19 C. Executive Leave will not be guaranteed to a probationary employee or to an  
20 employee whose most recent performance evaluation has an overall rating less than satisfactory, but  
21 may be granted at the discretion of management;

22 Bargaining unit employees shall also be eligible for up to 7 additional days of executive leave  
23 pursuant to Executive Policy PER 8-1-1. All other FLSA-exempt employees may be granted up to a  
24 maximum of ten (10) days annually executive leave pursuant to Executive Policy PER 8-1-1, when  
25 authorized by their immediate supervisor. Executive leave must be used in the payroll year it was  
26 granted and cannot be carried into the next payroll year or cashed-out.

27 **Section 9. Promotional Examinations.** Benefit eligible employees will be entitled to  
28 necessary time off with pay in order to take county qualifying or promotional examinations. This will

1 include time required to complete any required interviews, scheduled during the employee's working  
2 hours. This does not include time required to complete questionnaires.

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1 **ARTICLE 8: RATES OF PAY AND COST OF LIVING ALLOWANCES**

2 **Section 1. COLA.** Effective on January 1, 2009, 2010, and 2011, the base wage rates in  
3 effect the previous December 31 for all employees shall be increased by 90% of the CPI-W All Cities  
4 Index (September to September) with a maximum increase of six (6) percent but not less than two (2)  
5 percent.

6 **Section 2. Salary Schedule.** Step progression and placement will be on the even-numbered  
7 steps of the County's Ten Step Squared Pay Schedule. Career Service employees shall progress on  
8 January 1st of each year (provided they have completed their probationary period). Employees in the  
9 Planning Unit will progress annually to the next even-numbered step to Step 10. Employees in the  
10 Professional Unit will progress annually on even-numbered steps to Step 4 and after that on the basis  
11 of merit they will progress to the next even-numbered step to Step 10. All new employees shall be  
12 hired in at Step 2 or a higher even-numbered step at management's discretion. Term Limited  
13 Temporary employees may progress to the next even-numbered step on the employee's anniversary  
14 date at management's discretion. Employees will be paid at the ranges set out in Addendum A and  
15 Addendum B.

16 **Section 3. Merit Pay.** Employees who are at the top step of their salary range will be eligible  
17 annually for a merit increase of either 2.5% or 5% above the top step, at the County's discretion.  
18 Employees are eligible for the merit increase who have achieved a performance rating of  
19 "outstanding" (at least 4.34 on a scale of 1-5) in two (2) consecutive years.

20 An employee's performance rating and a decision to grant a merit increase is not subject to the  
21 grievance and arbitration provisions of Article 12, Dispute Resolution Procedures.

22 **Section 4. Probation.** The length of an employee's probation shall be six (6) months.  
23 However, the County can extend an employee's probation up to an additional six (6) months with  
24 notice to the Union. Consistent with the definition of "probationary employee" and "probationary  
25 period" contained in the King County Personnel Guidelines Section 11, during probation, an  
26 employee is "at will" during his/her probation and probationary terminations are not subject to the  
27 grievance and arbitration provisions of this Agreement. All new employees will progress to step four  
28 (4) at the successful completion of probation, unless the employee was hired at higher than Step 2, in

1 which case progression is at the discretion of the Division Manager.

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1 **ARTICLE 9: HOURS OF WORK AND OVERTIME**

2       **Section 1. Work Week.** For employees who are overtime eligible the standard work week  
3 shall consist of between thirty-five (35) to forty (40) hours within a seven (7) consecutive day period,  
4 exclusive of lunch periods. The parties agree the County will not require modification of an  
5 employee's schedule to avoid overtime.

6       **Section 2. Alternative Work Schedules.** Alternative work schedules and telecommuting  
7 schedules may be established in accordance with Executive policy PER 18-1 (AEP), May 1, 1990,  
8 Re: Alternative Work Schedules, as amended. The County and the Union agree that alternative work  
9 schedules may be established that are mutually agreed upon. When a supervisor establishes a  
10 schedule change or determines how to respond to an employee request for an alternative work  
11 schedule, he/she must consider information provided about the employee's child care and other  
12 family and transportation needs in making the decision.

13       **Section 3. Overtime.** Overtime eligible employees shall be compensated at the overtime rate  
14 for all hours worked in excess of forty (40) hours in one workweek, or work on a holiday. Overtime  
15 may be paid as compensatory time at the rate of time and one-half, if requested by the employee and  
16 approved by the supervisor, pursuant to County policy.

17       **Section 4. FLSA Exempt.** Employees exempt from the Federal Fair Labor Standards Act are  
18 covered under the King County Executive Leave Pay and Leave Practices for Executive  
19 Administration and Professional Employees policy (Executive Policy PER 8-1-1), as amended and  
20 are expected to work the hours necessary to perform their jobs. It is understood by the County and  
21 the Union that FLSA exempt employees will be treated in accordance with applicable wage and hour  
22 laws.

1 **ARTICLE 10: MEDICAL, DENTAL AND LIFE INSURANCE**

2 Health Benefits are negotiated and established by the Joint Labor Management Insurance  
3 Committee (JLMIC). The Union and the County agree to incorporate changes to employee insurance  
4 benefits as a result of the agreement of the Joint Labor-Management Insurance Committee.

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1 **ARTICLE 11: MISCELLANEOUS**

2       **Section 1. Mileage Reimbursement.** All employees who have been authorized to use their  
3 own transportation on County business shall be reimbursed at the rate established by County Council  
4 action.

5       **Section 2. Training Opportunities.** The County recognizes the benefit of training and will  
6 provide information and access to training opportunities for employees within budgeted  
7 appropriations. The County may provide employees release time to attend training programs that will  
8 be beneficial to their job performance.

9           **A. Training Costs/Reimbursement.** An employee who takes individual classes or  
10 courses which management determines to be job-related may be eligible to receive reimbursement  
11 from the County for up to 100% of the class or course fees. If the County requires attendance at such  
12 training programs, the County will pay the expenses incurred. The decision to provide any  
13 reimbursement or initial course approval rests solely with the Division Manager. Training may  
14 include courses, conferences, workshops and other professional networking opportunities.

15           **B. Tuition Reimbursement.** An employee may receive up to 50% tuition  
16 reimbursement for successful completion of continuing education classes. To be eligible for tuition  
17 reimbursement:

18                   1. The employee must have worked for the County for the previous twelve  
19 (12) months.

20                   2. The employee must obtain prior approval from his/her supervisor and the  
21 Division Manager; if approved, the manager will indicate the amount of reimbursement for which the  
22 employee is eligible.

23                   3. In the opinion of the employee's supervisor and the Division manager, the  
24 course will increase the employee's competence, growth, effectiveness in his/her present position  
25 and/or prepare the employee for future promotional opportunities.

26                   4. The employee must receive a grade of "C" or better. When the course does  
27 not require a formal system of grading, an official record of satisfactory completion from the  
28 institution must be submitted.

1 Tuition reimbursement is limited to tuition, laboratory fees and textbooks. All fees, expenses  
2 are paid by the employee. The decision to provide any reimbursement or initial course approval rests  
3 solely with the Division Manager.

4 **Section 3. Bus Passes.** The Employer will provide all benefit eligible employees with bus  
5 passes at no cost in accordance with current practice and County ordinance.

6 **Section 4. Technological Changes.** The effects of County implementation of new  
7 technologies that affect working conditions, wages, and hours of work will be negotiated with the  
8 Union.

9 **Section 5. Bi-weekly Pay.** The County may move employees to a bi-weekly pay system.  
10 The County will bargain the impact of such a change.

1 **ARTICLE 12: DISPUTE RESOLUTION PROCEDURES**

2       **Section 1. Grievance.** King County recognizes the importance and desirability of settling  
3 grievances promptly and fairly in the interest of continued good employee relations and morale and to  
4 this end the following procedure is outlined. To accomplish this, every effort will be made to settle  
5 grievances at the lowest possible level of supervision.

6               **A.** Grievances may be heard on County time and no employee shall receive  
7 compensation beyond normal working hours while attending grievance meetings. Employees are not  
8 authorized to attend grievance preparation meetings on County time.

9               **B.** Employees will be unimpeded and free from restraint, interference, coercion,  
10 discrimination or reprisal in seeking adjudication of their grievances.

11       **Section 2. Definition.** A grievance is an allegation by a party to this Agreement of a  
12 violation or misapplication of rights, benefits or conditions of employment as contained in this  
13 Agreement. Grievances of written and verbal reprimands cannot be submitted to Step 4 of this  
14 Grievance Procedure.

15       **Section 3. Grievance Procedure.**

16               **Step 1 - Supervisor.** A grievance shall be verbally presented by the aggrieved  
17 employee and his/her representative, if the employee wishes, within fifteen (15) working days of the  
18 date when the employee could reasonably be expected to know of the basis for a grievance, to the  
19 employee's supervisor. The supervisor shall gain all relevant facts and shall attempt to adjust the  
20 matter and notify the employee within ten (10) working days. If a grievance is not presented in  
21 writing to the next level within ten (10) working days thereafter, it shall be presumed resolved.

22               **Step 2 - Division Manager.** If after thorough discussion with the supervisor, the  
23 grievance has not been satisfactorily resolved at Step 1, the employee and his/her representative shall  
24 reduce the grievance to writing and present it to the Division Manager/designee for investigation,  
25 discussion, and written reply. The grievance must: a) fully describe the facts as they are understood  
26 and how the employee was affected, b) set forth the Article(s) and Section(s) of the Agreement  
27 allegedly violated, and c) specify the remedy or solution being sought by the employee filing the  
28 grievance. The Division Manager/designee shall make his/her written decision available to the

1 aggrieved employee within ten (10) working days. If the grievance is not pursued to the next higher  
2 level within the following ten (10) working days, it shall be presumed resolved.

3 **Step 3 - Labor Relations Manager or designee.** If the decision of the Division  
4 Manager/designee has not resolved the grievance, the grievance along with supporting documentation  
5 may be presented to the Labor Relations Manager or designee assigned to this Agreement for review.  
6 The Labor Relations Manager or designee may request information in addition to that in the grievance  
7 file and will determine the scope and method of the review. The Labor Relations Manager or  
8 designee shall render a decision within ten (10) working days of his/her receipt of the grievance file.  
9 If the grievance is not pursued to the next higher level within ten (10) working days, it shall be  
10 presumed resolved.

11 **Step 4 - Arbitration.** If the decision of the Labor Relations Manager or designee does  
12 not resolve the grievance, either party may request arbitration within twenty (20) working days of  
13 receipt of the Step 3 decision. If Arbitration has been timely requested, the parties may, by mutual  
14 agreement, attempt to mediate the matter through an Alternative Dispute Resolution process, as  
15 described in Section 7 of this Article. County initiated grievances may be filed at this step. Should  
16 arbitration be necessary either after an attempt to mediate the dispute or directly after Step 3 of the  
17 grievance process, the County and the Union shall select a third disinterested party to serve as an  
18 arbitrator. In the event that the County and the Union are unable to agree upon an arbitrator, then the  
19 arbitrator shall be selected from a panel of five arbitrators furnished by the American Arbitration  
20 Association or the Federal Mediation and Conciliation Service, whichever source is mutually  
21 acceptable. The arbitrator will be selected from the list by both the County representative and the  
22 Union, each alternately striking a name from the list until only one name remains. The party to strike  
23 first shall be determined by a coin toss. The arbitrator under voluntary labor arbitration rules of the  
24 Association shall be asked to render a decision promptly and the decision of the arbitrator shall be  
25 final and binding on both County and the Union. No matter may be arbitrated which the County, by  
26 law, has no authority over, has no authority to change, or has been delegated to any civil service  
27 commission or personnel board, as defined in RCW 41.56.

28 **Section 4. Authority of Arbitrator.** The arbitrator shall have no power to change, alter,

1 detract from or add to the provisions of this Agreement, but shall have the power only to apply and  
2 interpret the provisions of this Agreement in reaching a decision.

3       **Section 5. Costs.** Each party to an arbitration proceeding shall bear their own costs, expenses  
4 and fees associated with the arbitration including attorney's fees regardless of outcome, except that  
5 the arbitrator's fee and expenses and any court reporter's fee and expenses shall be borne equally by  
6 both County and the Union.

7       **Section 6. Work Stoppage.** There shall be no strikes, cessation of work or lockout during  
8 such conferences or arbitration.

9       **Section 7. Optional Mediation.** If a grievance was not successfully resolved after Step 3 of  
10 the above grievance process, the County and the Union may agree to attempt to mediate the matter  
11 through an Alternative Dispute Resolution (ADR) process. The County and the Union agree to utilize  
12 the County's ADR Office or other mutually acceptable mediator, and will attempt to conclude this  
13 process within twenty (20) working days of the decision to mediate.

14           A. If the matter is resolved, the grievance will be withdrawn.

15           B. If the matter is not resolved, the grievance may be moved to arbitration provided  
16 the moving party notifies the other within ten (10) work days of concluding the meditation process.

17           C. Discussions during the mediation process, including offers to settle the matter, will  
18 not be used as evidence or referred to if the grievance is moved to arbitration.

19       **Section 8. Unfair Labor Practice.** The County and the Union agree that thirty (30) days  
20 prior to filing a ULP complaint with PERC, the complaining party will notify the other party, in  
21 writing, meet, and make a good faith attempt to resolve the concerns unless the deadline for filing  
22 with PERC would otherwise pass or the complaining party is seeking a temporary restraining order as  
23 relief for the alleged Unfair Labor Practice.

24       **Section 9. Time Limits.** Time Limits set forth in this Article may be extended by mutual  
25 agreement.

26       **Section 10. Temporary Employees.** Probationary, provisional, and term-limited employees  
27 are employed at will and cannot use the procedures of this Article to grieve a job separation.  
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1 **ARTICLE 13: EQUAL EMPLOYMENT OPPORTUNITY**

2           The County or the Union shall not unlawfully discriminate against any individual with respect  
3 to compensation, terms, conditions, or privileges of employment because of race, color, religion,  
4 national origin, sexual orientation, marital status, age, sex, ancestry, or sensory, mental, or physical  
5 disability.

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1 **ARTICLE 14: SAVINGS CLAUSE**

2           Should any part hereof or any provision herein contained be rendered or declared invalid by  
3 reason of any existing or subsequently enacted legislation or by any decrees of a court of competent  
4 jurisdiction, such invalidation of such part or provision of this Agreement shall not invalidate the  
5 remaining portions hereof, provided, however, upon such invalidation the County and the Union  
6 agree immediately to meet and negotiate such parts or provisions affected. The remaining parts or  
7 provisions shall remain in full force and effect.

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1 **ARTICLE 15: WORK STOPPAGES AND EMPLOYER PROTECTION**

2       **Section 1. Penalty.** The County and the Union agree that the public interest requires efficient  
3 and uninterrupted performance of all County services and to this end pledge their best efforts to avoid  
4 or eliminate any conduct contrary to this objective. Specifically, the Union shall not cause or  
5 condone any work stoppage, including any strike, slowdown or refusal to perform any customarily  
6 assigned duties, sick leave absence which is not bona fide, or other interference with County  
7 functions by employees under this Agreement and should same occur, the Union agrees to take  
8 appropriate steps to end such interference. Any concerted action by any employee in the bargaining  
9 unit shall be deemed a work stoppage if any of the above activities have occurred. Being absent  
10 without authorized leave shall be considered as an automatic resignation. Such a resignation may be  
11 rescinded by the division manager if the employee presents satisfactory reasons for his/her absence  
12 within three (3) calendar days of the date his automatic resignation became effective.

13       **Section 2. Union Responsibility.** Upon notification in writing by the County to the Union  
14 that any of its members are engaged in a work stoppage, the Union shall immediately, in writing,  
15 order such members to immediately cease engaging in such work stoppage and provide the County  
16 with a copy of such order. In addition, if requested by the County a responsible official of the Union  
17 shall publicly order such Union employees to cease engaging in such a work stoppage.

18       **Section 3. Consequences.** Any employee who commits any act prohibited in this section  
19 will be subject in accord with the County's Work Rules to the following action or penalties:

20           A. Discharge.

21           B. Suspension or other disciplinary action as may be applicable to such employee.

1 **ARTICLE 16: WAIVER AND COMPLETE AGREEMENT**

2           The County and the Union acknowledge that each has had the unlimited right within the law  
3 and the opportunity to make demands and proposals with respect to any matter deemed a proper  
4 subject for collective bargaining. The results of the exercise of that right and opportunity are set forth  
5 in this Agreement. Therefore, the County and the Union, for the duration of this Agreement, each  
6 agrees to waive the right to oblige the other party to bargain with respect to any subject or matter not  
7 specifically referred to or covered in this Agreement.

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1 **ARTICLE 17: DISCIPLINE AND EMPLOYEE RIGHTS**

2 **Section 1. Just Cause.** No career service employee shall be disciplined except for just cause.

3 **Section 2. Off Duty Activities.** The off-duty activities of employees shall not be cause for  
4 disciplinary action unless said activities are detrimental to the employee's work performance or the  
5 program of the agency.

6 **Section 3. Progressive Discipline.** The parties agree that in their respective roles primary  
7 emphasis shall be placed on preventing situations requiring disciplinary actions through effective  
8 employee-management relations. The primary objective of discipline shall be to correct and  
9 rehabilitate, not to punish or penalize. Counseling and warnings (whether issued in writing or  
10 verbally) are not considered discipline and shall not be grievable.

11 **Section 4. Employee Files.** The employee and/or representative may examine the  
12 employee's personnel file(s) if the employee so authorizes in writing. Material placed into the  
13 employee's files(s) relating to job performance shall be brought to his or her attention. The employee  
14 shall have the right to insert documentation into the file(s) that responds to said material.  
15 Unauthorized persons shall not have access to employee files or other personal data relating to their  
16 employment except as required by law.

1 **ARTICLE 18: WORK OUTSIDE OF CLASSIFICATION AND RECLASSIFICATION**

2       **Section 1. Work Outside of Classification Defined.** It is understood by the County and the  
3 Union that an employee may be assigned in writing by the division manager or designee to perform  
4 the preponderance of duties of a higher classification or as a lead worker. The notice will state  
5 beginning and expected end date of the assignment. The County agrees that employees will not be  
6 required to perform a preponderance of the duties of a higher job classification except when assigned  
7 and compensated as provided in this Article.

8       For purposes of this Article, a lead worker is one who assigns, schedules, directs and checks  
9 work of others, who may be in the same classification.

10       **Section 2. Compensation.** An employee assigned to a higher classification shall be paid at  
11 the first step of the pay range assigned to the higher classification or the equivalent of two pay steps  
12 higher than the employee's current step, whichever is greater, for all time spent while so assigned.  
13 Compensation for a lead worker will be a five per cent (5%) increase above the employee's current  
14 rate of pay, for all time spent while so assigned. An employee will continue to receive step increases  
15 according to the Salary Schedule. If the current rate of pay includes merit pay above Step 10 of the  
16 employee's current pay range, the compensation for work in a higher classification or lead will be  
17 based on the merit pay rate. At the conclusion of the assignment to a higher classification, the  
18 employee will be placed on the step of the pay range of the employee's regular classification that the  
19 employee would occupy if the employee had remained in the regular classification.

20       **Section 3. Classification.** The County shall furnish the Union with classification  
21 specifications for classifications in the bargaining unit. The County will provide the Union with  
22 notice of proposed revisions to said specifications, and will negotiate the effects of classification  
23 revisions if the Union requests.

24       **Section 4. Reclassification Request.** If there has been a gradual accretion or a significant  
25 change in an employee's duties and responsibilities over a period of twelve (12) months or longer, the  
26 employee or the division director may request a review of the classification by the Human Resources  
27 Director. No employee shall submit a reclassification request if it has been less than one (1) year  
28 since the date of a previous classification determination. An employee who is assigned and

1 compensated to perform the duties of a position in a higher classification during a leave of absence of  
2 the regular incumbent in the position is not eligible to submit a request for a classification review.

3       Requests for reclassification must be submitted on the County's Position Description  
4 Questionnaire (PDQ) form. The employee will provide a completed copy of the form to his/her  
5 supervisor for review and comment. The supervisor will review and comment within thirty (30)  
6 calendar days, and then forward the form to the division manager. The division manager shall have  
7 thirty (30) days to review and comment and forward the form to the Human Resources Division  
8 (HRD) of the Department of Executive Services.

9       If the supervisor or division manager has any disagreement with the information provided on  
10 the form by the employee, the supervisor or division manager will discuss this disagreement with the  
11 employee prior to forwarding the form to HRD.

12       **Section 5. Reclassification date.** If HRD determines that an employee should be  
13 reclassified, the reclassification will be effective the date the PDQ was submitted to the employee's  
14 supervisor.

15       **Section 6. Classification Appeals.** If the employee or division manager disagrees with the  
16 determination of HRD, the employee or manager may request a review by the HRD Director or  
17 designee.

18       **Section 7. Classification Dispute Resolution.** If the Union disagrees with the classification  
19 decision of the HRD Director or designee, the Union may, within thirty (30) days of the date of the  
20 HRD Director/designee's decision, submit the matter to a mutually acceptable neutral third party. If  
21 the County and the Union are unable to agree on a neutral third party, an arbitrator will be selected as  
22 provided in Article 12, Section 3. The third party will determine whether the employee's position is  
23 appropriately classified, or if not, will determine the appropriate classification for the position within  
24 the existing classification system. The decision of the neutral will be binding on the parties.

1 **ARTICLE 19: LABOR MANAGEMENT COMMITTEE**

2           The County and the Union agree to establish a joint labor-management committee (LMC) for  
3 the purpose of discussing matters or concerns of either party. Grievances, unfair labor practices,  
4 lawsuits and disciplinary matters are not subjects for discussion for the LMC. The County and the  
5 Union also understand that the LMC is not a substitute for bargaining and has no authority to amend  
6 the contract. Meetings will be held as needed and may be called by either party. The party requesting  
7 the meeting will be responsible for coordinating the meeting. The Union and County will co-chair  
8 the meeting and will determine the appropriate participants, not to exceed four (4) for either party.

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1 **ARTICLE 20. SENIORITY AND LAYOFF/RECALL**

2       **Section 1. Seniority.** Seniority shall be established for all employees as of the date of the  
3 signing of this Agreement, as listed in the attached Addendum C for the Planning Unit and  
4 Addendum D for the Professional Unit. Seniority will accrue for all service time in a position  
5 covered by this Agreement.

6               **A.** Employees appointed to a position covered by this Agreement after the date of  
7 signing shall accrue seniority from the date of appointment.

8               **B.** An employee who leaves the bargaining unit for any reason (except termination for  
9 just cause) shall retain his/her layoff seniority in the bargaining unit covered by this contract for one  
10 year. If the absence is for educational purposes, seniority will be reinstated if the employee returns to  
11 the bargaining unit within two (2) years.

12               **C.** Employees from the IFPTE Local 17 Transit Professional and Technical Unit, will  
13 retain their seniority should they move into a position within the Planning Unit covered by this  
14 Agreement.

15       **Section 2. Notice to Union.** When the elimination of a position will result in an employee  
16 being laid off, the County will provide written notice to the Union and the affected employee at least  
17 ninety (90) calendar days prior to the effective date of the layoff.

18       **Section 3. Order of Layoff.** In the event of a reduction in force, layoffs shall be by position.  
19 The positions to be eliminated will be at the sole discretion of management.

20       **Section 4. Placement in Vacancy.** The County and Union will meet and jointly endeavor to  
21 find ways to minimize, or eliminate, the number of employees who must be laid off. The County will  
22 attempt to place an employee scheduled for layoff in an available vacant position within King County  
23 if she/he meets the minimum qualifications. If there is more than one available position which the  
24 employee is qualified, the County will consider the employee's preference for making the placement.  
25 The employee may decline placement into a different classification or division and elect to bump as  
26 described in Section 5.

27       **Section 5. Bumping.** A career service employee who is not placed as described under  
28 Section 4, may elect to bump an employee with the least seniority within the same classification



1 series within his/her layoff group, provided she/he meets the minimum knowledge, skills and ability  
2 to do the job of the employee to be bumped. The employee must notify the designated County  
3 representative of his/her wish to exercise the bumping option within five (5) working days after  
4 receiving the layoff notice. The employee who wishes to bump must have more seniority than the  
5 employee to be bumped.

6 Layoff groups are: Fleet Administration, Airport Division, Roads Services Division, and  
7 Department of Transportation Administrative Work Group. The order of bumping will be as follows:

8 A. The first option will be the least senior employee in the laid off employee's job  
9 classification, within the same layoff group. If the laid off employee does not meet the minimum  
10 knowledge, skills and abilities to perform the job assignments of the least senior, the employee may  
11 bump the next least senior in the job classification within the layoff group, provided the employee  
12 meets minimum knowledge, skills and abilities to perform the job assignments.

13 B. Bumping shall not result in a promotion.

14 C. If there is more than one employee who is being laid off at one time, the order of  
15 bumping starts with the most senior employee.

16 D. An employee may bump an employee in a lower classification within his/her same  
17 classification series within his/her layoff group if the employee meets the minimum knowledge, skills  
18 and ability to do the job, if there is no bumping option in the laid off employee's same job  
19 classification. In the event that the laid off employee does not meet the minimum knowledge, skills  
20 and abilities to perform the job assignments of the least senior, the employee may bump the next least  
21 senior provided the employee meets the minimum knowledge, skills and abilities.

22 E. If an employee is deemed qualified to bump into a position as provided in this  
23 Section, and does not exercise the option to bump, the employee will forgo the right to bump and will  
24 not be entitled to bump the next least senior employee instead.

25 **Section 6. Recall.** All bargaining unit employees who are laid off, whose hours of work are  
26 reduced involuntarily, or who accept a position with a lower pay range in lieu of layoff, shall be  
27 placed on a bargaining unit recall list for two years from the date of layoff. Recall to the job  
28 classification held at the time of layoff shall be by seniority pursuant to Section 1 of this Article. A

1 laid off employee may be involuntarily removed from the recall list after the expiration of two years  
2 from the date of layoff, or if the employee does not accept re-employment within the bargaining unit  
3 in a similar position/job classification, except for bona fide reasons. Refusal to accept re-employment  
4 in a position with a lower salary range or with fewer working hours than the employee held at the  
5 time of layoff shall not be cause for removal from the recall list.

6 When the County is filling a bargaining unit position and there are laid-off employees who  
7 have held such positions within the previous (5) five years, the position will be offered to such  
8 employees, provided the former bargaining unit member submits an application and demonstrates that  
9 he/she meets the current qualifications for the position to be filled. If there is more than one  
10 employee in such situation, the hiring authority will decide which employee will be offered the  
11 position.

12 **Section 7. Unsuccessful Placement.** When a laid-off employee applies for, or is referred to,  
13 a position and such employee is unsuccessful in obtaining the position, the employee will be provided  
14 with the rationale for non-selection, interview and test scores, and any other documentation used to  
15 make the determination.

16 **Section 8. Reinstatement.** An employee who is recalled from layoff within two years will  
17 have all unpaid sick leave balances; seniority and vacation leave accrual rates restored.

18 **Section 9. Outplacement.** The County will provide outplacement services for employees  
19 who have been notified of their impending layoff and who have not yet been placed into another  
20 comparable King County position as provided under Sections 4, 5, and 6 of this Article. Each  
21 affected employee will be allowed to access such outplacement services for a period of one (1) year  
22 following receipt of their notice of layoff, or until recalled, or to a maximum expenditure of \$2,500,  
23 whichever comes first.

1 **ARTICLE 21: UNION REPRESENTATION**

2 **Section 1. Union Representative Visits.** Authorized representatives of the Union may, after  
3 notifying the County official in charge, visit the work location of employees covered by this  
4 Agreement at any reasonable time for the purpose of investigating grievances, but shall not conduct  
5 Union business on County time.

6 **Section 2. Member Access.** Authorized representatives of the Union may have reasonable  
7 access to its members in County facilities for transmittal of information or representation purposes  
8 before work and during lunch breaks or other regular breaks as long as the work of the County  
9 employees and services to the public are unimpaired.

10 **Section 3. Stewards.** The Union shall have the right to appoint stewards within Sections and  
11 locations where its members are employed under the terms of this Agreement.

12 **Section 4. Employee Rights.** It shall be a violation of this Agreement to directly or  
13 indirectly interfere with, restrain, coerce, or discriminate against any employee or group of employees  
14 in the free exercise of their right to organize and designate representatives of their own choosing for  
15 the purpose of collective bargaining or in the free exercise of any other right under RCW 41.56.

16 **Section 5. Communications.** The County agrees to permit the Union to post on County  
17 bulletin boards the announcement of meetings, election of officers, and any other Union material,  
18 provided there is sufficient space. The employer agrees to permit the Union shop stewards and  
19 business representatives to post on County bulletin boards the announcement of meetings, election of  
20 officers, and any other Union material, providing there is sufficient space, beyond what is required by  
21 the County for "normal" business operations.

1 **ARTICLE 22: CONTRACTING OUT**

2           The County agrees not to contract out the work normally performed by members of the  
3 bargaining unit if the contracting out of such work eliminates or reduces the normal workload of the  
4 bargaining unit unless such elimination is de minimis. Prior to any contracting out, the County agrees  
5 to inform the Union of its intent and the Union shall have the opportunity to discuss whether the work  
6 to be contracted out could be completed within the bargaining unit as part of the normal workload.

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1 **ARTICLE 23: LATERAL TRANSFER**

2       **Section 1.** Prior to the initiation of any competitive process to fill a vacant bargaining unit  
3 position, regular employees of the bargaining unit holding the same classification as that of the vacant  
4 position shall be given the opportunity to make a lateral transfer to the vacant position. Such lateral  
5 transfers shall be accomplished pursuant to the following procedure:

6               **A.** Notification of the vacancy shall be provided to all regular bargaining unit  
7 employees whose classification is the same as that of the vacant position and thus eligible for lateral  
8 transfer considerations. Notification to bargaining unit employees will be via the Public Folder  
9 accessed through the King County e-mail system and posted on designated Local 17 bulletin boards.

10              **B.** Eligible regular employees expressing interest in a lateral transfer shall be  
11 interviewed by the manager/designee.

12              **C.** If none of the interested eligible regular employees are selected for lateral transfer,  
13 the position will be filled through the County's hiring processes.

14              **D.** Interested eligible regular employees who are not selected though the lateral  
15 transfer process may apply for the position during the competitive examination process.

16       **Section 2.** Nothing in this Agreement restricts the manager/designee from transferring an  
17 employee to another work unit within the department to meet business needs.

1 **ARTICLE 24: DURATION**

2 This Agreement shall become effective upon the conclusion of the approval process by King  
3 County Council and covers the period January 1, 2009 through December 31, 2011.

4 Contract negotiations for the period beginning January 1, 2012 may be initiated by either party  
5 providing to the other written notice of its intention to do so prior to that date. It is the goal of both  
6 County and the Union to conclude negotiations prior to expiration of this Agreement.

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8 **APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2008

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11 By: \_\_\_\_\_

12 King County Executive

13 INTERNATIONAL FEDERATION OF PROFESSIONAL  
14 AND TECHNICAL ENGINEERS, LOCAL 17

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16 \_\_\_\_\_  
17 Joseph L. McGee, Executive Director

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19 \_\_\_\_\_  
20 Whitney Hupf, Union Representative

21 Employee Representatives:

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23 \_\_\_\_\_  
24 Jay Osborne

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26 \_\_\_\_\_  
27 John Shively

1 cba Code: 046

Union Code(s): C7,  
0017P,  
0017M

3 ADDENDUM A

4 PLANNING UNIT CLASSIFICATIONS AND PAY RANGES

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Job Class Code	MSA Job Class Code	PeopleSoft Job Class Code	Classification Title	Pay Range on Squared Salary Plan
2421100	8233	241603	Transportation Planner I	53
2421200	8234	241705	Transportation Planner II	58
2421300	8235	241803	Transportation Planner III	63
2421400	8236	241906	Transportation Planner IV	68
2501100	8253	252106	Communications Specialist I	51
2501200	8254	252212	Communications Specialist II	54
2501300	8255	252310	Communications Specialist III	58
2501400	8256	252407	Communications Specialist IV	64
2216100	8111	225702	Grant Specialist	52
2216200	8113	225802	Grant Analyst	56
2216300	8114	225902	Grant Administrator	65
2217100	8115	226002	Grant Supervisor	68
7222300	8537	723604	Lead Photographer	54

1 cba Code: 046

Union Code(s): C7,  
0017P,  
0017M

3 ADDENDUM B

4 PROFESSIONAL UNIT CLASSIFICATIONS AND PAY RANGES

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Job Class Code	MSA Job Class Code	PeopleSoft Job Class Code	Classification Title	Pay Range on Squared Salary Plan
2810000	8288	281104	Administrative Staff Assistant	48
2810100	8289	281211	Administrator I	50
2810200	8290	281311	Administrator II	56
2810300	8291	281411	Administrator III	63
2810400	8292	281511	Administrator IV	68
2131100	8161	214103	Business and Finance Officer I	53
2131200	8162	214202	Business and Finance Officer II	58
2131300	8163	214306	Business and Finance Officer III	62
2131400	8164	214408	Business and Finance Officer IV	67
7321200	8789	734805	Database Administrator, Journey	62
7321300	8790	734905	Database Administrator, Senior	67
7321400	8791	735005	Database Administrator, Master	72
7319200	8783	734205	Database Specialist, Journey	55
7319300	8784	734305	Database Specialist, Senior	60
7319400	8785	734405	Database Specialist, Master	65
7333100	8072	736802	Distributed Systems/LAN/PC Supervisor	68
7322100	8792	735105	GIS Specialist - Entry	55
7322200	8793	735205	GIS Specialist - Journey	60
7322300	8794	735305	GIS Specialist - Senior	65
7322400	8795	735405	GIS Specialist - Master	70
7331100	8958	736305	IT Project Manager I	67
7331200	8959	736405	IT Project Manager II	72
7332100	8073	736604	IT Supervisor I	72
7323100	8796	735505	IT Systems Specialist, Entry	51



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<b>Job Class Code</b>	<b>MSA Job Class Code</b>	<b>PeopleSoft Job Class Code</b>	<b>Classification Title</b>	<b>Pay Range on Squared Salary Plan</b>
7323200	8797	735605	IT Systems Specialist, Journey	56
7323300	8798	735705	IT Systems Specialist, Senior	61
7323400	8799	735805	IT Systems Specialist, Master	66
7311200	8607	731705	LAN Administrator, Journey	56
7311300	8648	731805	LAN Administrator, Senior	61
7311400	8686	731905	LAN Administrator, Master	66
2441100	8242	243105	Project/Program Manager I	53
2441200	8243	243204	Project/Program Manager II	58
2441300	8244	243308	Project/Program Manager III	63
2441400	8245	243402	Project/Program Manager IV	68
7316200	8780	733905	Website Developer-Journey	58
7316300	8781	734005	Website Developer-Senior	63
7316400	8782	734105	Website Developer-Master	68

**ADDENDUM C**  
**PLANNING UNIT SENIORITY AND LAYOFF GROUPS**

Last	First	Seniority Date	Classification
<b><u>Roads Layoff Group</u></b>			
Campeau	Rebecca	3/30/1998	Transportation Planner II
Chen	Ho-Chuan	5/16/1997	Transportation Planner II
Davis	Jim	9/12/1994	Transportation Planner II
Barahimi	Hossein	9/1/1990	Transportation Planner III
Grimes	Aaron	4/1/1990	Transportation Planner III
Ishimaru	Jim	6/2/1986	Transportation Planner III
Lee	Jeff	4/16/1990	Transportation Planner III
Shively	John	6/1/1987	Transportation Planner III
Gualtieri	David	6/16/1983	Transportation Planner IV
Mark	David	9/7/1978	Transportation Planner IV

Last	First	Seniority Date	Classification
<b><u>DOT Layoff Group</u></b>			
Clemenger	Anna	12/12/2002	Communications Specialist II
de Michele	Barb	5/1/1994	Communications Specialist III
Luthens	Sarah	7/21/2008	Communication Specialist III
Cleary	Pat	8/26/1991	Communications Specialist IV
Heffernan	Peter	2/8/1999	Grants Administrator
Morrison	David	2/16/1999	Grants Administrator
Porter	Debbie	1/22/1978	Grants Administrator
Tordillos	Frank	11/18/1992	Grants Supervisor
O'Claire	Chris	6/20/2005	Transportation Planner III
Takamine	Paul	8/11/2001	Transportation Planner III
Marks	Sally	1/11/1992	Transportation Planner IV
Driggs	Sarah	6/11/07	Communications Specialist III
Ahrens	Ned	4/2/2008	Lead Photographer
Edwards	Wesley	5/12/2008	Transportation Planner II

**ADDENDUM D**

**PROFESSIONAL UNIT SENIORITY AND LAYOFF GROUPS**

<b>Last</b>	<b>First</b>	<b>Seniority Date</b>	<b>Classification</b>
<b><u>Roads Layoff Group</u></b>			
Graham	Michelle	10/10/1994	Admin Staff Assistant
Chatman	Michelle	6/16/2008	Administrator I
Cooper	Sharon	11/1/2003	Administrator III
Marquez	Ray	4/21/2003	BFO II
Truong	Yung	10/7/1991	BFO II
Walsh	Marc	9/22/2003	BFO II
Harris	Sue	1/29/2001	BFO III
Schantz	Barbara	11/1/2001	BFO III
Zais	Macile	1/1/2008	BFO III
Foote	Mark	4/2/1992	BFO IV
Boyle	Pat	4/16/1982	Database Admin-Journey
Pope	Matt	8/9/1999	Database Admin-Senior
Scanlon	Jodi	12/16/2004	Database Specialist SR
Ooka	Kathy	6/16/1980	Database Specialist SR
Plute	Daniel	5/15/2006	IT Sys Spec-Mstr
Crippen	Mike	6/28/1993	IT Project Manager I
Davis	Tamara	7/2/2007	IT Project Manager II
Clark	Harry	10/1/1990	IT Supervisor I
Kulish	Mike	4/16/1999	IT Supervisor I
Heifner	Weylin	1/1/2003	Lan Admin - Junior
Plank	Jennifer	3/01/2005	Lan Admin - Junior
Sampson	Angie	3/29/1990	Lan Admin - Senior
Baker	Mindy	3/11/1996	Lan Admin - Senior
Kniss	Steve	9/13/2000	Lan Admin - Senior
Truong	Hong	9/16/2003	Lan Admin - Senior
Ferland	Mike	4/16/1984	LAN Supervisor
Kamin	Marcia	2/9/1990	LAN Supervisor
Parker	Ulibee	3/1/2005	PPM I
Thomas-Clark	Julie	6/12/1989	PPM II
Bass	Mary	1/1/2001	PPM II
Franz	Yvette	3/1/2002	PPM II
McWilson	Glenn	5/30/2008	PPM II
Delrosario	Teresita	12/17/2007	PPM II
Itawani	Elvie	7/13/2005	PPM II
Sugui	Rey	2/2/1998	PPM III
Van Horn	Maria	1/14/1980	PPM III
Escudero	Lisa	11/16/2004	PPM III
Thompson	Bernie	1/12/1982	PPM III

Last	First	Seniority Date	Classification
Ziegman	Sue	5/1/1988	PPM III
Barga	Lydia	8/1/1988	PPM III
Donato	Florencia	3/1/1991	PPM III
Hartwell	David	1/29/1996	PPM III
Davis	Chuck	2/12/2002	PPM III
Walsh	Sue	9/16/2004	PPM III
Christianson	Margo	4/9/2001	PPM III
Rice	Jennifer	1/28/2008	PPM III
Minichillo	Thomas	1/3/2006	PPM III
Lucash	Stephanie	4/1/2005	PPM III
Coltrane	Mary	9/9/1997	PPM IV
Osborne	James	1/1/1989	PPM IV
Blackburn	Bill	1/1/1990	PPM IV
Harvey	Ruth	6/25/2001	PPM IV
Gagnat	Carol	1/3/2006	PPMI V
Vitali	Stephanie	7/16/2003	Web Developer - Senior

Last	First	Seniority Date	Classification
<u>Airport</u>			
Abanes	Joel	2/24/2003	IT Systems Specialist, Master

Last	First	Seniority Date	Classification
<u>Fleet</u>			
Hoverson	Sigmund	2/24/2003	Database Specialist SR

Last	First	Seniority Date	Classification
<u>TLT's</u>			
Phillips	Jackie	1/1/2008	Communication Specialist III
Quessy	Olivier	9/18/2007	BFO I
Ortiz	Yoling	5/28/2008	IT Proj Manager I